

Maine Department of Education Food Distribution Program Sponsor Administrator User Manual



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Getting Started

Logging into CNPWeb

Direct your web-browser URL to <https://www.CNPWebsite.com/Maine/Login> and enter your assigned User ID and Password.

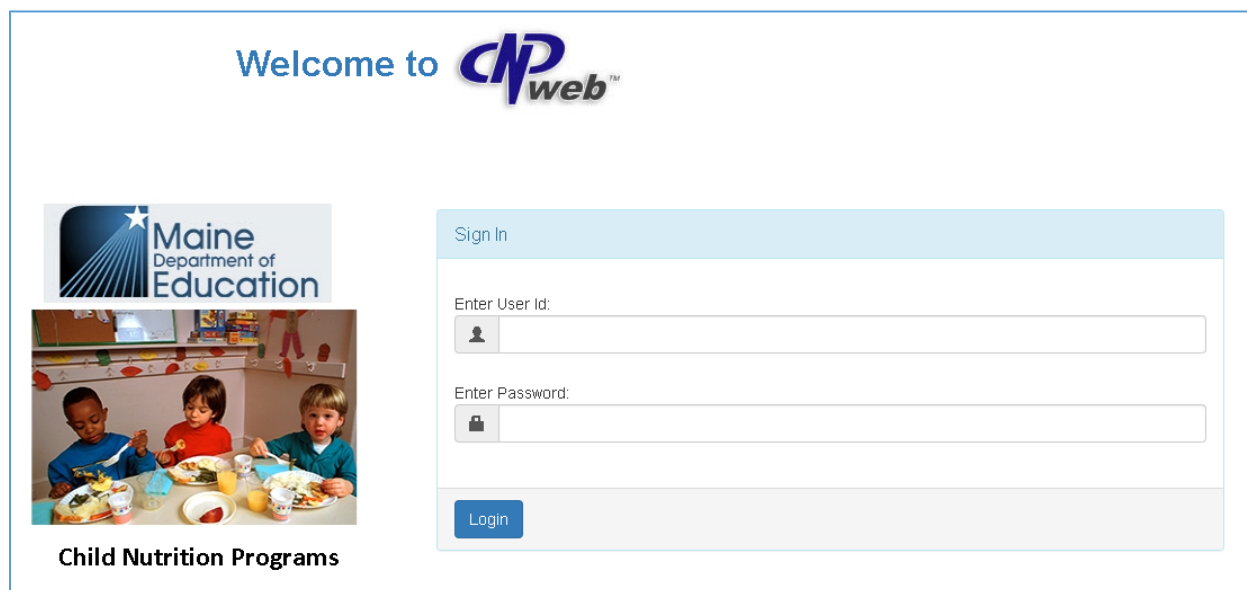


Figure 1: Login Screen

Navigation

On the next screen, select the FDP Program from the list (see Figure 2 below). You may only see the FDP Program as an option depending on your security settings.

Program Selection	
Program Code	Program Description
SNP	School Nutrition Programs
CACFP	Child and Adult Care Food Program
SFSP	Summer Food Service Program
FDP	Food Distribution Program

Figure 2: Program Selection screen

The next screen will either be the Notice screen (see Figure 3 below) or the Program Year selection screen (see Figure 4 on the next screen). The Notice screen, if it is enabled by the state, will contain a message from the Maine Department of Education (MDOE) to all Sponsors. Figure 3 below is a generic example of what the message might look like. If you are directed to this page, use the Continue button to proceed.

After reading this message, click on the "Continue" button at the bottom of the page.

Welcome to Maine's Food Distribution Program

Logins and passwords are to be confidential. User name and password are individually assigned and to maintain the integrity of the data are not intended to be shared.

Please contact us if you have any questions or difficulty using the database.

SamLamp, Program Coordinator
(206) 555-5555
Sam.Lamp@maine.gov

TomWarren, Education Program Assistant
(206) 555-5555
Tom.Warren@maine.gov

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Figure 3: Notice screen

Next you will be taken to the Program Year selection screen. The system will initially have at least one Program Year. You MUST select a Program Year to continue.

Maine Department of Education
Child Nutrition
We never left but will be back stronger than ever. We are the school lunch crew!

Food Distribution Program

Program Logoff

Summary Entitlement Inventory Allocations Orders Survey Maintenance Reports Tools Resources

Home > Select Year

Program Year: 0 Sponsor: 000000 - No Sponsor Selected

You can select the Program Year here

Program Year	Program Begin Date	Program End Date
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021

Or from the Program Year link here

Figure 4: Program Year selection after Log In

Once you have selected a year, you will most likely be taken to the home page for your Receiving Agency, i.e., a Sponsor. Throughout the CNPWeb system, you will see Sponsor used instead of RA. Therefore, the screen where you will spend most of your time is called the Sponsor Summary screen (see Figure 5 below).

↓ Bottom of Form

Sponsor Summary Acton Public Schools 2

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
2	Acton Public Schools	0	Approved	01/25/2021	View Revise

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
--------	------	----------	--------	---------------	--------

↑ Top of Form

Figure 5: Typical Sponsor Summary screen

On occasion, you may do data entry for more than one Sponsor. If that is the case after you login and select the Program Year, the system will prompt you with a list of the Sponsors you have permission to see. You would select the Sponsor with whom you would like work and it will then take you to their Sponsor Summary screen.

If you want to change to a different Sponsor during that session, use the Sponsor link in the upper right hand corner of the page (see Figure 6 below). Both the Program Year link and the Sponsor link will show in the upper right-hand corner of every page.

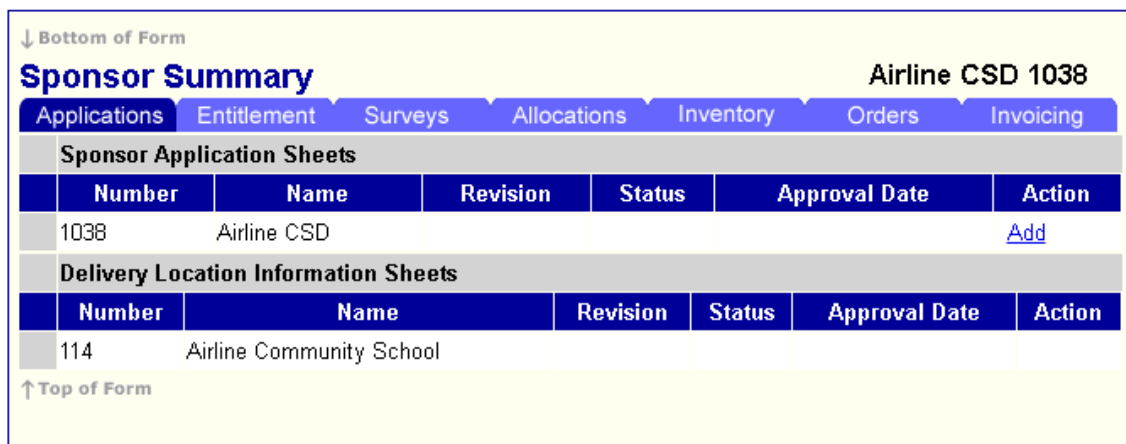
Figure 6: Sponsor Link and Sponsor Selection screen

Also note in the upper left-hand corner of the page just under the Main Menu there is a string of links to section/page names. This “breadcrumb” trail will always be displayed on every page (see Figure 7 below) to help you find your way around. Finally, the Main Menu (the navy-blue section with white links just under the MDOE logo) will also appear on every page. Each user will see different items on the Main Menu due to security and access settings. These Group and User Settings are controlled by MEDOE so if you have questions or problems with your user account or security contact them.

Figure 7: Breadcrumb links and Main Menu above

Sponsor Summary

When you click on the Sponsor Summary link from the Summary Main Menu Item you are taken to the Sponsor Summary page, which condenses data down into an easy to use tabular layout. On the Sponsor Summary page there are seven tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders, and Invoicing.



↓ Bottom of Form

Sponsor Summary Airline CSD 1038

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
1038	Airline CSD				Add

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
114	Airline Community School				

↑ Top of Form

Figure 8: Sponsor Summary page on default tab, Applications

Applications Tab

The Applications tab (Figure 8 above) is where you will find the Sponsor Application Sheets and the Delivery Location Information Sheets. At the beginning of every Program Year, typically in January/February, when you enter this tab you should see a link to Add a Sponsor Application Sheet and the name of at least one Delivery Location Information Sheet.

This tab can be viewed by both State and Sponsor users. The Sponsor is responsible for completing the Sponsor Application (see [Figure 9](#) on the next page) and the Delivery Location Information sheets (see [Figure 10](#)) on this tab.

The basic information on these forms will rollover year to year to ease the effort of data entry for you. However, if this is the first year that you are using CNPWeb, there may be some more data entry effort than you will have in subsequent years. During data entry if there are errors on the form, it will tell you in exactly what needs to be fixed to complete the form. Figure 9 on the next page is the entire Sponsor Application with all the required fields highlighted in red and the errors for those fields displayed.

Fill out the required fields and check the Certification checkbox at the bottom. Click Submit. If there are no errors, then the form will move to Pending Approval Status. At that point MEDOE will check the form and formally approve it. Once MEDOE is done approving it, you will see its status change to Approved on your Applications Tab. The Delivery Location Information sheet (see Figure 10) works similarly. Answer all the required questions (highlighted in red in the

example), submit it without errors and it will go to Pending Approval status. MEDOE will approve it and it will change to Approved status on your Applications tab.

If anything changes during the year, you can come back in and update either of the forms and re-submit it to MEDOE for re-approval.

FDP

Sponsor Application Sheet

Acton Public Schools

2

Maine Department of Education

2021-2022 Program Year

NSLP Program

Errors

Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as-is.

Validation Errors - Section 1

Field No.	Severity	Description
1	1	First and last name is required for FDP Contact.
2	1	Title is required for FDP Contact.
3	1	Email Address is required for the FDP Contact
4	1	Phone number is required for FDP Contact.
6	1	Cell number is required for FDP Contact.
8	1	First and last name is required for Alternate FDP Contact.
9	1	Title is required for Alternate FDP Contact.
10	1	Email address is required for Alternate FDP Contact.
11	1	Phone number is required for Alternate FDP Contact.
13	1	Cell number is required for Alternate FDP Contact.

Program Contact

First
MI
Last

(1)

Name: Mr. ▼

(2)

Title:

(3)

Email:

(4)

Phone:

(5) Ext.:

(6)

Cell:

Alternate Contact

First
MI
Last

(8)

Name: Mr. ▼

(9)

Title:

(10)

Email:

(11)

Phone:

(12) Ext.:

(13)

Cell:

Figure 9a: Sponsor Application with Errors for Required fields, top

Validation Errors - Section 3		
Field No.	Severity	Description
29	1	Address line is required for Mail Address.
31	1	City is required for Mail Address.
33	1	Zip code is required for Mail Address.
34	1	Address line is required for StreetAddress.
36	1	City is required for StreetAddress.
38	1	Zip code is required for StreetAddress.

Mailing Address

(29) Addr:

(30) Addr:

(31) City:

(32) State: (33) Zip Code:

Street Address (Do Not Use PO Box)

(34) Addr:

(35) Addr:

(36) City:

(37) State: (38) Zip Code:

Comments

(44) Comments:

Certification

(45) ☐ I certify the information on this form is correct.

You do not currently have a NSLP information sheet for Program Year 2022 in a Pending Approval or Approved status. You must complete the enrollment process for the National School Lunch Program before your FDP information sheet can be Certified and Approved.

State Agency Internal Use Only

(46) Comments:

(47) Approval Date:

(48) ☐ Mark Sponsor Inactive Date Inactivated:

Created by: disadmin Date Created: 2/1/2021 Modified by: Date Modified:

[↑ Top of Form](#)

Figure 9b: Sponsor Application with Errors for Required fields, bottom

FDP
Maine Department of Education

Sponsor Delivery Location Sheet
Airline CSD1038

Airline Community School - 114
2020-2021 Program Year

Errors

Revision 0

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as-is.

Validation Errors - Section 1

Field No.	Severity	Description
1	1	Address line is required for Delivery Location Address.
2	1	City is required for Delivery Location
4	1	Zip Code is required for Delivery Location

Delivery Address (Do Not Use PO Box)

(1) Addr:

(2) City:

(3) State: ME (4) Zip Code:

Validation Errors - Section 2

Field No.	Severity	Description
5	1	First and last name is required for Delivery Location Contact.
8	1	Phone number is required for Delivery Location Contact.
10	1	Cell number is required for Delivery Location Contact.
11	1	First and last name is required for Alternate Delivery Location Contact.
14	1	Phone number is required for Alternate Delivery Location Contact.
16	1	Cell number is required for Alternate Delivery Location Contact.
17	1	At least one storage type is required.

Delivery Contact

(5) Name: Mr. (11) Name: Mr.

(6) Title: (12) Title:

(7) Email: (13) Email:

(8) Phone: (9) Ext.: (14) Phone: (15) Ext.:

(10) Cell: (16) Cell:

(17) Storage Capabilities: ☐ Dry ☐ Refrigerated ☐ Frozen

(18) Indicate here if you wish to pick up your products: No

Alternate Delivery Contact

(11) Name: Mr.

(12) Title:

(13) Email:

(14) Phone: (15) Ext.:

(16) Cell:

Created by: sponfdpsupport Date Created: 1/25/2021 Modified by: Date Modified:

↑ Top of Form

Submit
Cancel

Figure 10: Delivery Location Information Sheet with Errors for Required fields

Once you are done entering your Applications on the Apps Tab, then you will need to wait for notification from MEDOE that the Annual Survey is ready for you to enter the commodities you want for the year. NOTE: You CANNOT complete the Annual Survey, which usually occurs in February, until the two forms on this Applications tab have been completed and approved by MEDOE.

Entitlement Tab

The Entitlement tab will display the Program (other than FDP) the Sponsor is participating in, the amount the Sponsor was originally given, how much has been used to date, and the remaining balance (see Figure 11). MEDOE will be responsible for entering this data and keeping it up to date as the Program Year progresses.

↓ Bottom of Form

Sponsor Summary Airline CSD 1038

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Program	Current Year Entitlement	Rollover Entitlement	Entitlement Used	Remaining Balance	Bonus	
NSLP	26,308.79	0.00	22,634.93	3,673.86	0.00	

↑ Top of Form

Figure 11: Entitlement Tab example

Surveys Tab

The Surveys Tab is where you will go to take the Annual Survey every February. Once MEDOE has it set up and open to Sponsors you will see it appear here with a link that will take you into the Survey to enter the commodities that you would like to receive. Occasionally, MEDOE may do other Surveys during the year, due to bonus or surplus being made available, those will also show here if it is opened to Sponsors.

↓ Bottom of Form

Sponsor Summary Greenbush Public Schools 208

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1004	Jan	NSLP	02/01/2021	03/15/2021	Open	Edit

↑ Top of Form

Figure 12: Surveys Tab example

Once you click the Edit link you will be taken to a page where the Product Categories that are available on the Survey will be listed (Figure 13). IN the expel below only a Fruits category is available, but there will be several categories that you typically expect like Beef, Poultry, Flour, etc.


Survey Entry

Greenbush Public Schools 208

Survey Name:	Jan	2021 Entitlement:	\$25,000.00
Survey ID:	1004	2021 Entitlement Used:	\$0.00
Program:	2021 NSLP	2021 Entitlement Balance:	\$25,000.00

Remaining Entitlement Available:

FDP Contact:	Jane Doe, Testtitle	any@any.com	(765) 643-0218
--------------	---------------------	-------------	----------------

Ln#	Edit Products	Product Category	# Open	# Closed	Enter Product by	Entitlement Used
1		Fruits	1	0	Mar 15	\$0.00

Exit Survey

Figure 13: Survey Entry Product Category screen

By clicking on the End Products button in the second column you will go to a data entry screen (see Figure 14 below) where you can enter the number of each product in that category that you want for each month of the Program Year.

Survey Entry

Greenbush Public Schools 208

Survey Name:	Jan	2021 Entitlement:	\$25,000.00
Survey ID:	1004	2021 Entitlement Used:	\$0.00
Program:	2021 NSLP	2021 Entitlement Balance:	\$25,000.00

Product Category: Fruits

Category Entitlement Used: \$0.00
 Remaining Entitlement Available:

FDP Contact:	Jane Doe, Testtitle	any@any.com	(765) 643-0218
--------------	---------------------	-------------	----------------

Code	Description	Pack Size	Storage Type	Product Type	Unit Value	Processing Fee
100206	APPLE SLICES CAN 6/10	6/#10 CAN	Dry	Entitlement	\$0.73	\$0.00

Enter before:
 Qty Total Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul

Mar 15	Cases	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
--------	-------	---	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Calc

Cancel

Submit

Figure 14: Survey Entry screen for a Selected Product

The Calc button will total up the number of cases for the year but it will not save the form. Only the Submit button will calculate AND save the data entered. After you enter the numbers for a particular product, you can click Submit and it will take you to a Successfully save message. Click the link at the bottom and it will return you to the first screen listing all the Product Categories so you can continue through them all.

MEDOE will give you a deadline by which you must complete the Survey data entry. Once that date passes, they will close the Survey and you will only be able to view what you selected on the Survey tab.

Allocations Tab

The Allocations tab on the Sponsor Summary will show what has been received from the USDA and reserved or allocated for you (see Figure 15 below). This is called the Fill process for MEDOE. Once this occurs you can start making Orders on the Orders Tab and you will see Entitlement gets drawn down.

↓ Bottom of Form

Sponsor Summary **Lewiston Public Schools 250**

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Sponsor Allocations						
Alloc Id	Alloc Desc	Alloc Date	Accept Date	Close Date	Avail Qty	Action
Alloc6145	fair share	12/16/2020	12/16/2020	12/16/2020	9	View
Svy6143	fill	08/18/2020	08/18/2020	08/18/2020	200	View
Svy6144	fill	08/18/2020	08/18/2020	08/18/2020	300	View

↑ Top of Form

Figure 15: Allocations Tab screen

Note that you can view Allocation details by clicking the View button and will receive the screen shown in Figure 16 below. Allocations can occur more than once and for various surveys and reasons.

FDP
Maine Department of Education

Allocation Form

Lewiston Public Schools 250

Allocation Id: **Svy6143**
Program Year: 2021
Program: NSLP
Region: D

Warehouse: PFG

Allocation Date: 8/18/2020
Last Acceptance Date: 8/18/2020
Close Date: 8/18/2020

Code	Description	Unit Value	Alloc Qty	Accept Qty	Avail Qty	Proc Fee	Total Fees
Entitlement Commodities							
DOD- Dollars	Dollars Diverted to DOD FFAVORS	1.00	200	200	200	0.00	0.00
	Size:	200.00		200			0.00
Total All Commodities		\$200.00		200			\$0.00

Cancel

Figure 16: Sponsor Allocations detail example

Inventory Tab

The Inventory Tab on the Sponsor Summary is, again, customized for the Sponsor Users. Figure 17 below shows a typical Inventory tab with an expanded inventory item.

↓ Bottom of Form

Sponsor Summary
Lewiston Public Schools 250

Applications Entitlement Surveys Allocations **Inventory** Orders Invoicing

Sponsor Inventory (Open Allocations) * (multiple Alloc and/or Close Dates)

	Code	Description	Pack Size	Avail Qty	Alloc Date	Close Date
[-]	DOD- Dollars	Dollars Diverted to DOD FFAVORS		509	08/18/2020	08/18/2020
		Alloc Id: Svy6143 - fill		200	08/18/2020	08/18/2020
		Alloc Id: Svy6144 - fill		300	08/18/2020	08/18/2020
		Alloc Id: Alloc6145 - fair share		4	12/16/2020	12/16/2020
		Alloc Id: Alloc6145 - fair share		5	12/16/2020	12/16/2020
[+]	100012	Cheddar, Reduced Fat, Yellow, Shredded	BAG-6/5 LB	8	12/16/2020	12/16/2020
[+]	100173	Pork, Roast Leg, Frozen	CTN-32-40 LB	20	12/16/2020	12/16/2020

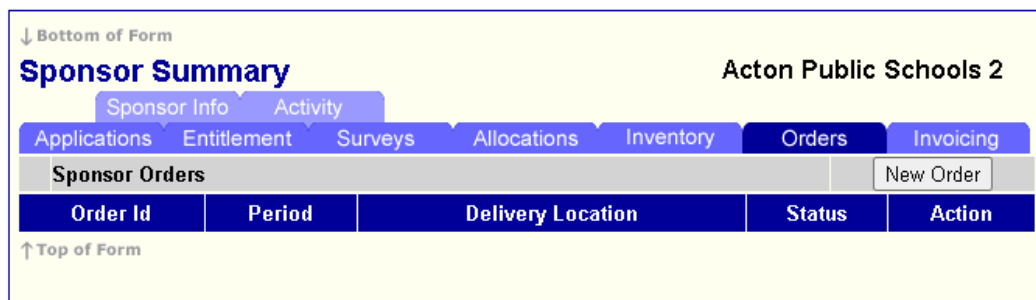
↑ Top of Form

Figure 17: Inventory tab screen

Note that it will show available quantities still left for different allocations.

Orders Tab

The Orders tab on the Sponsor Summary is where you will go to not only view existing orders but to update them. In Figure 18 below is an example of a typical orders screen that you will see.



↓ Bottom of Form

Sponsor Summary Acton Public Schools 2

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Orders New Order

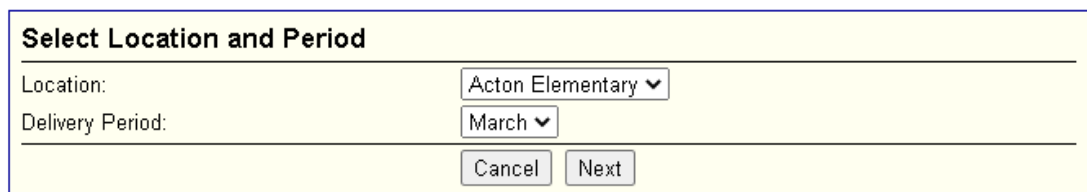
Order Id	Period	Delivery Location	Status	Action
----------	--------	-------------------	--------	--------

↑ Top of Form

Figure 18: Orders Tab

To enter an Order, click on the New Order button (see Figure 18). To view or edit use the Action links for any existing orders.

To Add an order, you must first select the location you want it delivered to (Figure 19 below) and the Delivery Period you want it for, and the system will take you to the next screen.



Select Location and Period

Location: Acton Elementary ▼

Delivery Period: March ▼

Cancel Next

Figure 19: Select Location and Period

On the next screen you will see all the commodities available for order and you can enter the quantity you want for each (see Figure 20 below).

FDP
 Sponsor Order Form
Acton Public Schools
2

Maine Department of Education
 Order Number: **Not Assigned**
 Order Type: OrderType
 Order Status: OrderStatus

Deliver To:
 Acton Elementary
 101 Main ST
 Acton, ME 04001

Contact:
 Sam Samson
 (202) 939-3939

Delivery Date:

Code	Description	Unit Value	Available Qty	Order Qty
Entitlement Commodities				
100012	Cheddar, Reduced Fat, Yellow, Shredded Pack Size: BAG-6/5 LB Processing Fee: 0.00	81.90	2	<input type="text" value="2"/>
100018	American, Sliced, Yellow Pack Size: 6/5 LB LOAVES Processing Fee: 0.00	53.70	2	<input type="text" value="2"/>
100021	Mozzarella, Lite, Shredded Frz Pack Size: 30 lb bx Processing Fee: 0.00	60.30	2	<input type="text" value="2"/>
100158	Beef, Fine Ground, Raw, Frozen Pack Size: 40 lb ctn Processing Fee: 0.00	114.80	6	<input type="text" value="6"/>
100212	Mixed Fruit, Canned Pack Size: 6/#10 Processing Fee: 0.00	31.80	2	<input type="text" value="2"/>
100220	Peaches, Cling, Diced Pack Size: 6/#10 Processing Fee: 0.00	32.20	2	<input type="text" value="2"/>
100225	Pears, Diced, Extra Light Syrup, Canned Pack Size: 6/#10 CANS Processing Fee: 0.00	31.21	1	<input type="text" value="1"/>
100256	Strawberries, Diced, Cups, Frozen Pack Size: 96/4.5 OZ Processing Fee: 0.00	37.53	4	<input type="text" value="4"/>
Total Cases:			21	21

Figure 20: Order Entry form

The Next Page button calculates the quantities and displays your order for review (see Figure21 below). If you are okay with the order, they click Submit. If not, you must use the Prev Page button to go back to the Order Entry page (see above image) and update quantities, then come back to the final page to Submit the order.

FDP
Maine Department of Education

Sponsor Order Form

Acton Public Schools
2

Order Number:
 Order Type:
 Order Status:

Not Assigned
 OrderType
 OrderStatus

Deliver To:
 Acton Elementary
 101 Main ST
 Acton, ME 04001

Contact:
 Sam Samson
 (202) 939-3939

Delivery Date:

Code	Description	Unit Value	Available Qty	Order Qty
Entitlement Commodities				
100012	Cheddar, Reduced Fat, Yellow, Shredded Pack Size: BAG-6/5 LB Processing Fee: 0.00		81.90	2
100018	American, Sliced, Yellow Pack Size: 6/5 LB LOAVES Processing Fee: 0.00		53.70	2
100021	Mozzarella, Lite, Shredded Frz Pack Size: 30 lb bx Processing Fee: 0.00		60.30	2
100158	Beef, Fine Ground, Raw, Frozen Pack Size: 40 lb ctn Processing Fee: 0.00		114.80	6
100212	Mixed Fruit, Canned Pack Size: 6/#10 Processing Fee: 0.00		31.80	2
100220	Peaches, Cling, Diced Pack Size: 6/#10 Processing Fee: 0.00		32.20	2
100225	Pears, Diced, Extra Light Syrup, Canned Pack Size: 6/#10 CANS Processing Fee: 0.00		31.21	1
100256	Strawberries, Diced, Cups, Frozen Pack Size: 96/4.5 OZ Processing Fee: 0.00		37.53	4
Total Cases:				21

Figure 21: Order Submit page

Once orders are entered, they will appear on the Orders Tab (see Figure 22 on the next page).

↓ Bottom of Form
Acton Public Schools 2

Sponsor Summary

Sponsor Info
Activity

Applications
Entitlement
Surveys
Allocations
Inventory
Orders
Invoicing

Sponsor Orders
New Order

Order Id	Period	Delivery Location	Status	Action
15952	01/27/2021	Acton Elementary	Processed	View Edit Delete
15798	12/14/2020	Acton Elementary	Received	View Edit

↑ Top of Form

Figure 23: Orders Tab example

Invoicing Tab

The Invoicing tab will not contain data because Maine will not be using the invoicing functionality.

The Annual Process

This section is simply to list out, in order the things that a Sponsor will need to do to participate in FDP.

1. January/February

- a. Complete the Sponsor Application and Delivery Location Information Sheet on the [Applications Tab](#) of the Sponsor Summary. These forms must be in Approved status before moving on to Step #2.
- b. Ensure that your entitlement is showing in the Entitlement Tab. If it isn't, contact MEDOE.

2. Mid to Late February

- a. Complete the Annual Survey on the [Surveys Tab](#) of the Sponsor Summary before the MEDOE close date
- b. Work with MEDOE, if necessary, to adjust your Survey entry if they contact you for that purpose. This may be due to track balancing issues or a product that has recalled, etc. There are a variety of reasons this might occur and MEDOE will work with you to adjust things.

3. March thru July

Periodically check to see if there are any new surveys available on the Surveys Tab or any notifications via email from MEDOE about changes in the system. The [Notice Screen](#) that you receive after logging in might have updates there as well.

4. July/August

Keep an eye on your [Allocations Tab](#) on the Sponsor Summary screen to see when commodities arrive in the warehouse and will be reserved for you. Once MEDOE has Filled and Allocated everything you can proceed to step 5.

5. September thru December

- a. Once the MEDOE has Filled and Allocated the products, you can enter your Orders via the [Orders tab](#) on the Sponsor Summary screen
- b. The warehouse will deliver your products based on the Orders you have entered.

Reports

This is a Main Menu item (near the top in the blue section of the screen). Any reports that you have access to will be linked from here.

Reports Menu	
Menu Item	Description
Value of Commodities Received	Value of Commodities Received

Figure 24: Example of the Report Menu

To view a report, click the link. Some reports, like the example above, will ask you to select some parameters (see Figure 25 below).

FDP	Maine Department of Education		
Value Of Commodities Received			
Sponsor:	2 - Acton Public Schools		
Program:	<input type="text" value="NSLP"/>	Program Year:	<input type="text" value="2021"/> <input type="button" value="View Report"/>

Figure 25: Report parameters example screen

Select the appropriate data for your report and click the View Report button. The report will then appear on the screen.

Resources

This is also a link in the Main Menu that typically leads to the MEDOE website where you can find information about the various child nutrition programs MEDOE administers, links to USDA resources and MEDOE program contacts.

Security

Each user is responsible for what occurs under their User ID. CNPWeb allows you and USBE to manage the distribution of federal funds for food programs so there is a legal and financial liability in using the site, which in turn means you are responsible if you do not follow CNPWeb, state and federal security guidelines. The following are some tips on how you can utilize CNPWeb to properly maintain security. USBE and the USDA will have their own policies, training, materials, and expectations regarding security, so these tips are only intended to complement, not replace, your state and federal rules and regulations.

Tips

- Follow the Password Guidelines and do not use anything easy to guess like birthdates, family names, common words, etc. The purpose behind the guidelines is to make your password with as many different types of letters, numbers, and symbols as possible. This will make it harder for automated password attack programs to figure out what it might be.

Password Guidelines:

The password must contain 5 to 15 characters.

Must contain at least one letter and one digit.

May contain the following: (~!@#%&*()_{}|).

Cannot be the same as your user id.

Cannot be the same as your previous password.

Figure 26: Password Guidelines for CNPWeb

- Do NOT write down your password. Do NOT leave it anywhere easy to find like under your keyboard, in a desk drawer or taped to your monitor. The most frequently used method to steal a password is to search someone's desk because writing it down is the most common mistake that people make.
- Do NOT leave CNPWeb logged in and walk away from your computer. Always log out if you are going to leave the computer unattended. The forms in CNPWeb are made so that they can be saved at almost any point in the process (in many cases completely empty) so you can return to complete them later. This is so that you do not have to worry about completing long forms in one sitting and to avoid the security risk of users leaving CNPWeb open and unattended.
- Do NOT open multiple windows or tabs in your browser of the CNPWeb site.
- Do NOT share your password with other users. Several of the forms require that the user certify that all the information on the form is true and correct. If someone else certifies inaccurate data on a form for fraudulent purposes using your user log in, then you will be held responsible.

Changing Your Password

Occasionally you may need to change your password. Contact your Program Administrator at MEDOE for assistance in this matter.